

27 MAY 1977

STATINTL MEMORANDUM FOR: [REDACTED]
Chief, Information Systems Analysis Staff, DDA

STATINTL ATTENTION : [REDACTED]
Declassification Section

FROM : F.W.M. Janney
Director of Personnel

SUBJECT : Guidelines for Information to be Protected
Beyond Thirty Years

In accordance with Executive Order 11652, all classified records originated before the issuance of that order must be systematically reviewed for declassification no later than thirty full calendar years from date of origin. It is significant that the thirtieth anniversary of the Agency will be celebrated in September 1977.

The Declassification Section of the Information Systems Analysis Staff, DDA, has asked the Office of Personnel for guidelines concerning information pertaining to the Office of Personnel which is to be protected beyond thirty years from date of original classification.

It is understood that under the mandatory review provisions of EO 11652, only two criteria exist for the continued protection of classified documents and information beyond thirty years: (1) continued protection is essential to the national security, and (2) disclosure would place a person in immediate jeopardy. However, the National Security Act of 1947 charges the Director with responsibility for the protection of intelligence sources and methods from unwarranted disclosure. This responsibility is re-emphasized in the CIA Act of 1949 and expanded to exempt the Agency from any legal requirements for the publication or disclosure of the organization, functions, names, official titles, salaries or numbers of personnel employed by the Agency.

These guidelines have been prepared for the systematic review of classified material originated in the Office of Personnel. The aim of these guidelines is to make possible the identification of documents and information exempt from declassification under EO 11652 which must be segregated from parent files and be certified by the Director of Central Intelligence as requiring continued security protection. The guidelines are intended to provide direction on specific items that appear often in the review of documents.

The following guidelines should be used to identify Office of Personnel information to be protected beyond thirty years:

- IV-1A 1. Names and official titles of personnel are generally protected below the level of the Deputy Director in the DDO and predecessor DDO elements, and Office Director elsewhere, with selective exceptions based on prior disclosure, cover, and operational considerations. Subject to approval of the Director of Personnel, documents and information which would ordinarily be exempted from declassification under these guidelines may be declassified if it is determined that, based on prior unofficial release or official disclosure, current or future equities clearly would not be adversely affected by declassification.
- IV-2A 2. Numbers of employees, and size and composition of budgets are to be protected.
- II-2 3. Pseudonyms, cryptonyms and codewords are part of intelligence methodology, causing need for classification on documents containing such.
- IV-3A,B,&C 4. The fact of presence and activity abroad by the CIA is not sensitive, but the details of location, organization cover, staffing, and duties and activity, [] installations [] are usually to be protected.
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- IV-1A 5. The organizational structures at the headquarters level can be declassified except for component breakdowns of those predecessor elements of the present DDO.
- IV-1D(1) 6. Information which reveals the non-official cover (NOC) of personnel employed by the CIA and its predecessors, or the nature of the NOC arrangement.
- IV-1D(2) 7. Information revealing arrangements for the placing and supporting of personnel of the CIA and its predecessors under official cover.
- STAT III-1&2
IV-3B&C 8. []
- IV-1B 9. Information which names or effectively reveals the identity of any source involved in personnel spotting, recruitment, development, instruction, assignment of tasks, levying of

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requirements, and the manner of response and means of reporting or contact.

- II-5
IV-3D
10. Documents and information pertaining to the letting of contracts by the CIA to individuals, private businesses, commercial enterprises, institutions, or non-governmental institutions.
- Illegal files
11. Documents and information identifying American citizens, institutions, businesses, and non-governmental organizations upon whom the CIA was reporting.
- I-2C
12. Information which could place an individual in jeopardy.
13. All documents to be certified as requiring continued protection beyond thirty years should be retained at the Confidential level.

It is requested that an Office of Personnel careerist be assigned the responsibility for reviewing all classified official personnel records which are being considered for declassification.

If there should be any questions regarding these guidelines, or the Office of Personnel policy concerning the Freedom of Information Act or the Privacy Act, please contact the Chief, Freedom of Information and Privacy Branch, Office of Personnel [REDACTED]

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F.W.M. Janney

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